



CITY OF LAS VEGAS
1700 North Grand Avenue
Las Vegas, New Mexico 87701
Phone: (505) 454-1401 Fax: (505) 454-8027

PURCHASE ORDER

PO Number: 221157

Date: 01/12/2022

Request #: 291534

Vendor #: 06132

ISSUED TO: ATKIN OLSHIN SCHADE ARCHITECTS
125 SOUTH 9TH STREET SUITE 900
PHILIDELPHIA, PA 19107-

SHIP TO: City of Las Vegas
Attn:Purchasing Department
1700 N. Grand Avenue
Las Vegas, NM 87701

Vendor Fax #:

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	0	ASSESSMENT REPORT, ANALYSIS OF REAR ADDITION DEMO OF WAKING, DRAWINGS FOR REPAIRS REF PO# 220604 EMERGENCY 13/1/127	0.00		218-0000-700-7305	16,970.06
		DEMO OF WAKING, DRAWINGS FOR REPAIRS REF PO# 220604 EMERGENCY 13/1/127			220-0000-720-8024	29,837.47

DEPARTMENT ORDER

Approved By:

Date:

1/12/2022

SUBTOTAL:	46,807.53
TAX:	0.00
SHIPPING:	0.00
TOTAL	46,807.53

1. Original invoice plus one copy must be sent to: City of Las Vegas, 1700 North Grand Avenue, Las Vegas, NM 87701.
2. Payment may be expected within 30 days of receipt of goods, unless otherwise stated.
3. C.O.D. shipment will not be accepted.
4. Purchase Order numbers must appear on all shipping containers, packing slips and invoices. Failure to comply with the above request may delay payment.
5. All goods are to be shipped F.O.B. Destination unless otherwise stated.
6. All materials and services are subject to approval based on the description on the face of the purchase order or appendages thereof. Substitutions are not permitted without approval of the Requesting Department. Material not approved will be returned at no cost to the City.
7. All goods and equipment must meet or exceed all necessary city, state and federal standards and regulations.
8. Vendor or manufacturer bears risk of loss or damage until property received and/or installed.
9. Seller acknowledges that the buyer is an equal opportunity employer. Seller will comply with all equal opportunity laws and regulations that are applicable to it as a supplier of the buyer.
10. The City is exempt from all federal excise and state tax - ID# 85-6000149

Finance Dept. (505) 454-1401 FAX (505) 454-8027

CITY OF LAS VEGAS REQUISITION FOR PURCHASE

PURCHASE ORDER NO.:

291534

REQUIREMENTS

CHECK APPROPRIATE BOX

DATE: 11/2/22

PURCHASES UNDER RESOLUTION #14-18 STATE PROCUREMENT CODE:

- | | |
|---|--|
| <input type="checkbox"/> \$0 TO \$19,999.99 | Best Obtainable Price; Requires 3 telephoned, written, faxed or e-mailed quotes; |
| <input type="checkbox"/> \$20,000.00 TO \$59,999.99 | Requires 3 written and signed quotes; (Goods or services) |
| <input type="checkbox"/> \$60,000.00 AND OVER | Formal Process (Requires RFQ, RFP, RFB, etc.) |

☐ BID NO.: _____ - _____ AWARDED: ____/____/____; CONTRACT NO.: _____
(RECORD BID NUMBER, AWARDED DATE, AND CONTRACT NUMBER ABOVE)

- ☐ SPD CONTRACT; SPD NO.: _____ EXPIRES: ____/____/____.
☐ EXEMPT PURCHASE; Provide Section No. _____.
☐ GSA CONTRACT; GSA NO.: _____ - _____ EXPIRES: ____/____/____.
☐ PROFESSIONAL SERVICES; _____
☐ SOLE SOURCE: REQUIRES DETERMINATION AND MUST BE POSTED ON CLV WEBSITE FOR 30 DAYS
 PRIOR TO PROCURING GOODS AND/OR SERVICES.
☐ OTHER CITY CONTRACT: NO: _____ EXPIRES ____/____/____
☒ EMERGENCY; _____ SECTIONS 13-1-127 STATE PROCUREMENT CODE

STATEMENT OF NEED: *(Must Complete)*

Professional Services Performed in Old City Hall

IN COMPLIANCE WITH THE PROCUREMENT CODE #14-18 THE FOLLOWING QUOTES WERE OBTAINED

DATE	NAME OF VENDOR	PHONE NUMBER	PERSON CONTACTED	PRICE QUOTED
11/1/21	AOS		Shawn Evans	46,807.53

(If needed, attach additional quote documentation to this requisition)

LINE	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	SUB TOTAL
1	46,807.53		Dissemination Report, Analysis of 2001 addition, Demos of working Drawings, for Repair	46,807.53	46,807.53
			* 218-0000-700-7305 (16,970.00)		
			220-0000-720-8224 (29,837.47)		
			Refer to PO # 2206004		

VENDOR: Atken Olshen Shade Architects

TOTAL: \$ 46,807.53

ADDRESS:

NM CRS NO.:

FEDERAL TAX NO.:

I CERTIFY THAT THIS PURCHASE IS NECESSARY AND THAT THE REQUESTED ITEMS WILL BE PURCHASED AT THE LOWEST BID OR BEST OBTAINABLE PRICE.

BUDGET \$

EXPENDED TO DATE \$

CURRENT EXPENSE \$

BALANCE	\$
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SIGNATURE OF PERSON REQUESTING

FUND

DEPARTMENT

ACTIVITY

APPROVED BY: *[Signature]* 1-22-22

BUDGET AVAILABLE YES: ☒ NO: ☐

WHITE COPY: ACCOUNTS PAYABLE

YELLOW COPY: PURCHASING

PINK COPY: DEPARTMENT

STATE OF NEW MEXICO
EMERGENCY DETERMINATION FORM

The emergency procurement method (NMSA 1978, Section 13-1-127) may only be used when there exists a threat to public health, welfare, safety or property requiring procurement under emergency conditions. The existence of the emergency condition creates an immediate and serious need for services, construction or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten:

1. the functioning of government;
2. the preservation or protection of property; or
3. the health or safety of any person.

I. Name of Agency: *City Of Las Vegas*

Agency Chief Procurement Officer: *Helen Vigil*

Telephone Number: *(505) 454-1401*

II. Name of Contractor: *Atkin Olshin Shade Architects*

Address of Contractor: *125 South 9th St. Suite 900
Philadelphia PA 19107*

Amount of prospective contract: *April 1, 2022*

Term of prospective contract: *\$46,807.53*

III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract:

Professional Services Performed on Old City Hall Assessment Report, Analysis of Rear Addition, Demolition and Working Drawings for Repair

- IV. Provide an explanation for the justification of the procurement including a description of the emergency condition(s) requiring use of emergency procurement and the practicable competition utilized in compliance with NMSA 1978, Section 13-1-127.

The Building and its failing roof has proved to be significantly more complex than anticipated. Atkin Olshin Shade Architects have been working diligently to complete the construction documents, but have continued to have difficulty tracing the structural load through the roof trusses into the masonry walls. The removal of the chimneys and reconfiguration of the 2nd floor and attic compromised the structural integrity of the building. Calculations are now needed to confirm the framing assessments that are required to stabilize the building, work will not be completed in time. An additional two months is requested.

- V. Please describe what measures are being taken to minimize the duration and effect of this particular emergency procurement (for example: is the emergency only in place until a competitive process can be completed, etc.).

Emergency is only in place so project can be completed.

- VI. Describe what measures the Agency will take in the future to prevent/mitigate use of an emergency procurement under similar circumstances.

Amend current contract in a timely manner to update the Purchase Order

Certified by:

Date:

1/12/2022

Agency Chief/Procurement Officer

Agency Approval by:

Date:

1/12/22

Governmental Entity Head or Designee

Department Director

Date:

1/12/22

1 -I-127. Emergency procurements.

- A. The state purchasing agent or a central purchasing office may make emergency procurements When there exists a threat to public health, welfare, safety or property requiring procurement under emergency conditions; provided that emergency procurements shall be made with competition as is practicable under the circumstances.
- B. An emergency condition is a situation that creates a threat to public health, welfare or safety such as may arise by reason of floods, fires, epidemics, riots, acts of terrorism, equipment failures or similar events and includes the planning and preparing for an emergency response. The existence of the emergency condition creates an immediate and serious need for services, construction or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten:
- (1) the functioning of government;
 - (2) the preservation or protection of property; or
 - (3) the health or safety of any person.
- C. Emergency procurements shall not include the purchase or lease purchase of heavy road equipment.
- D. The state purchasing agent or a central purchasing office shall use due diligence in determining the basis for the emergency procurement and for the selection of the particular contractor. The determination shall be in writing and included in the procurement file.
- E. Money expended for planning and preparing for an emergency response shall be accounted for and reported to the legislative finance committee and the department of finance and administration within sixty days after the end of each fiscal year.
- History: Laws 1984, ch.65, § 100; 1987, ch. 348, § 10; 2002, ch. 84, § 1; 2013, ch. 40, § 3.

- F. Within three business days of awarding an emergency procurement contract, the awarding Central purchasing office within a state agency shall:
- (1) provide the information described in Subsection E of this section to the department of information technology for posting on the sunshine portal; and
- G. forward the same information to the legislative finance committee business days of awarding an emergency procurement contract, the local public body central purchasing office shall post the information described in Subsection E of this section on the local public body web site, if one exists.
- H. All central purchasing offices shall maintain, for a minimum of three years, records of sole source and emergency procurements. The record of each such procurement shall be public record and shall contain:
- (1) the contractor's name and address;
- the amount and term of the contract;
- a listing of the services, construction or items of tangible personal property procured under the contract;
- whether the contract was a sole source or emergency procurement contract; and
- the justification for the procurement method.
- History: Laws 1984, ch. 65, § 101; 1987, ch. 348, § 11; 2013, ch. 40, § 4.

**FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT BETWEEN
THE CITY OF LAS VEGAS AND OLSHIN SCHADE INC.**

This first amendment to the Professional Services Agreement Between the City of Las Vegas and Atkin Olshin Schade Inc. ("First Amendment") is entered into and effective as of February 28, 2021 ("First Amendment Effective Date"), by and between the City and Contractor.

RECITALS

WHEREAS, the City and Contractor entered into that certain Professional Services Agreement on or about October 26, 2020 (the "Agreement"), and desire to amend said Agreement as further described herein.

NOW THEREFORE, in consideration of the foregoing recitals, which are incorporated herein by reference, and the covenants and agreements set forth in this First Amendment, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the City and Contractor agree to amend the Agreement as follows:

1. Paragraph Three entitled "Term of Contract" is hereby amended by removing the date of March 1, 2021 and replacing it with the date of September 1, 2021.
2. All capitalized terms used in this First Amendment shall have the same meaning as such capitalized terms as found in the Agreement.
3. This First Amendment is hereby incorporated into and shall be deemed a part of the Agreement. Except and expressly set forth herein, all other terms and provisions of the Agreement shall remain in full force and effect.

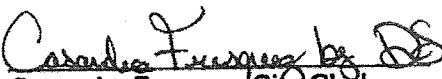
IN WITNESS WHEREOF, City and Contractor have executed and delivered this First Amendment as of the First Amendment Effective Date.

CITY OF LAS VEGAS

Approved By:


William Taylor, City Manager

Attested to:


Cassandra Fresquez, City Clerk

CONTRACTOR:



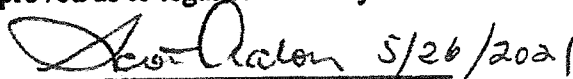
Signature

SHAWN EVANS, AIA

Printed Name: AOS ARCHITECTS

Title: PRINCIPAL

Approved as to legal sufficiency:


Scott Aaron, City Attorney

SECOND AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT BETWEEN ^{City of Las Vegas}
THE CITY OF LAS VEGAS AND OLSHIN SCHADE INC. _{Date}

This second amendment to the Professional Services Agreement Between the City of Las Vegas and Atkin Olshin Schade Inc. ("Second Amendment") is entered into and effective as of August 27, 2021 ("Second Amendment Effective Date"), by and between the City and Contractor.

RECITALS

WHEREAS, the City and Contractor entered into that certain Professional Services Agreement on or about October 26, 2020 (the "Agreement"), and desire to amend said Agreement as further described herein.

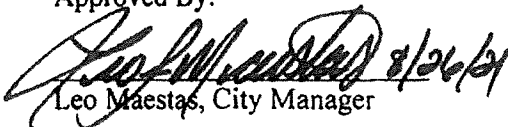
NOW THEREFORE, in consideration of the foregoing recitals, which are incorporated herein by reference, and the covenants and agreements set forth in this Second Amendment, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the City and Contractor agree to amend the Agreement as follows:

1. Paragraph Three entitled "Term of Contract" is hereby amended by removing the date of September 1, 2021 and replacing it with the date of December 31, 2021.
2. All capitalized terms used in this Second Amendment shall have the same meaning as such capitalized terms as found in the Agreement.
3. This Second Amendment is hereby incorporated into and shall be deemed a part of the Agreement. Except and expressly set forth herein, all other terms and provisions of the Agreement shall remain in full force and effect.

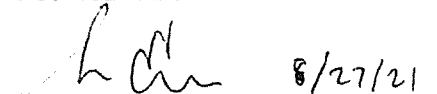
IN WITNESS WHEREOF, City and Contractor have executed and delivered this Second Amendment as of the Second Amendment Effective Date.

CITY OF LAS VEGAS

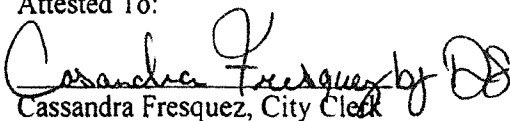
Approved By:

 8/26/21
Leo Maestas, City Manager

CONTRACTOR:

 8/27/21
Signature

Attested To:


Cassandra Fresquez, City Clerk

Printed Name: SHAWN EVANS, AIA

Title: PRINCIPAL

Approved as to Legal Sufficiency:

 8/23/21
Scott Aaron, City Attorney



Approval Form

Date Submitted: 5/26/21

Department Submitting: Comm Dev Submitter: Bill Henrichsen

Date Re-Submitted after Changes: _____

Documents To Be Reviewed: ADS CONTRACT AMENDMENT Deadline: —

Upon Completion and Approval of Review: (Please indicate here if you want to pick-up your documents after step 1 is approved or have them delivered for you to the next approving step):

OLD CITY HALL ROOF ANALYSIS

Comments: Amended CONTRACT TO 9/2/21

The following is the approval order: (Please circle either approved or disapproved)

Approved / Disapproved: (Reason for Disapproval): _____

☐ Changes: _____ Date: _____

☒ Scott Aaron
Scott Aaron, City Attorney Review

5/26/2021
Date

Approved / Disapproved: (Reason for Disapproval): _____

☒ Joel By
Finance Director

Date

Approved / Disapproved: (Reason for Disapproval): 5-25-21

☒ _____
William Taylor, City Manager

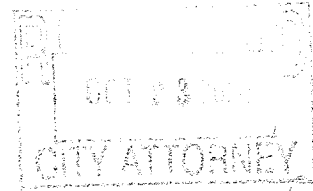
Date

☐ Picked Up By (after CA review): _____ Date: _____

☐ Hand Delivered By: _____ Date: _____

(1) Received By: _____ Dept: _____ Date: _____

(2) Received By: _____ Dept: _____ Date: _____



Approval Form

Date Submitted: 10/23/20

Department Submitting: Community Dev Submitter: Bill Henderson

Date of Submission (if applicable): _____

Documents To Be Reviewed: AOS CONTRACT Deadline: ASAP

Upon Completion and Approval of Review: (Please indicate here if you want to pick-up your documents after step 1 is approved or have them delivered for you to the next approving step):

Comments: CONTRACT Has been modified by ATTORNEY & CONTRACTOR

The following is the approval order: (Please circle either approved or disapproved)

Approved / Disapproved: (Reason for Disapproval): _____
☐ _____ Date: _____

☒ [Signature]
Scott Aaron, City Attorney Review Date 10/24/2020

Approved / Disapproved: (Reason for Disapproval): _____

☒ [Signature]
Finance Director Date _____

Approved / Disapproved: (Reason for Disapproval): 10-23-20

☒ [Signature]
William Taylor, City Manager Date 10/26/2020

☒ Picked Up By (after CA review): [Signature] Date: 10/23/20

☐ Hand Delivered By: _____ Date: _____

(1) Received By: _____ Dept: _____ Date: _____

(2) Received By: _____ Dept: _____ Date: _____

Agreement / Contract

No. 3675-2020

City of Las Vegas

Date

**PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF LAS VEGAS
AND ATKIN OLSHIN SCHADE INC.**

This Professional Services Agreement ("Agreement") is hereby made and entered into by and between the City of Las Vegas, a New Mexico home-rule municipality ("City"), of 1700 North Grand Ave. Las Vegas, New Mexico, 87701, and Atkin Olshin Schade, Inc., a Pennsylvania corporation ("Contractor"), of 1807 2nd Street #34, Santa Fe, New Mexico 87505, on this 11th day of November, 2020 ("Effective Date"). Throughout this Agreement, either of the aforementioned parties may be referred to as "Party" or both of the aforementioned parties may be referred to collectively as "Parties."

Recitals

Whereas, the City desires to hire Contractor to perform those certain services as described in the Scope of Services portion of this Agreement; and

Whereas, the Contractor desires to perform the Scope of Services as detailed in this Agreement pursuant to the terms of this Agreement.

Now, therefore, in consideration of the foregoing recitals and any attachments or exhibits to this Agreement, which are incorporated herein by reference, and the covenants and agreements set forth in this Agreement, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Contractor and the City agree as follows:

1. SCOPE OF SERVICES:

Contractor shall provide services related to a conservation assessment for the Old City Hall in Las Vegas, New Mexico as specified in Contractor's letter dated April 3, 2020 attached hereto as **Exhibit A**

The listing of services and areas included is for example only and is not intended to limit or provide specific details for the scope of services. The City's Community Development Director, City Manager, or other designated representative, shall be the contact persons for communications with the Contractor.

2. COMPENSATION: Regular Services Regular services to be provided under the terms of this Agreement by the Contractor shall include all those necessary to perform tasks assigned and described within the "Scope of Services" in Paragraph 1 above.

A. Compensation and Payment. Please refer to **Exhibit A**.

B. Contractor agrees that upon final payment of the amount due under this Contract, Contractor releases the City from all liabilities, claims and/or obligations whatsoever arising from, or under this Contract.

3. TERM OF CONTRACT: The term of this Agreement shall commence on the Effective Date, and may be terminated by either Party upon a 15 day written notice to the other Party, and if not terminated by written notice, then this Agreement shall terminate upon Contractor successfully completing the Scope of Services to the City's satisfaction, in City's sole discretion, which shall be no later than March 1, 2021. Any changes in fees under this Agreement must be

in writing and signed by both Parties. Termination upon 15 day notice shall not nullify obligations or liabilities for performance or failure to perform by either Party incurred prior to the date of termination.

4. BENEFITS, TAXES: The Contractor does not qualify for any City benefits, including without limitation, vacation, over time, sick leave or retirement. Contractor acknowledges that he, and he alone, shall be liable for and shall pay to the New Mexico Taxation and Revenue Department the applicable gross receipts taxes on all monies paid to Contractor under this Agreement and the City shall have no liability for payment of such tax. Contractor also acknowledges that it, and it alone, shall be liable to the State or Federal Governments and/or their agencies for corporate, income and self-employment taxes required by the law and that the City shall have no liability for payment of such taxes or amounts.

5. TERMINATION OF CONTRACT: Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the City to terminate the Contractor at its discretion, with 15 days written notice. Nothing in the Agreement shall prevent, limit, or otherwise interfere with the right of the Contractor to terminate this Agreement, except that the Contractor shall give 15 days written notice of such termination.

6. RESERVED.

7. PROFESSIONAL STANDARDS: The Contractor agrees to abide by and perform his duties in accordance with all applicable federal, state, and municipal laws, regulations, and ordinances.

8. STATUS OF CONTRACTOR: The Contractor is an independent contractor.

9. CONFLICT OF INTEREST: The Contractor shall abide by and perform its duties in accordance with all applicable federal, state and municipal laws, regulations and ordinances regarding any actual or perceived conflicts of interest.

10. OATH OF CONFIDENTIALITY: The Contractor agrees to maintain all confidences and/or privileged information in a manner consistent with all applicable laws.

11. RESERVED.

12. NO AUTHORITY TO BIND CITY: The Contractor shall not have any authority to enter into any contract or arrangement binding upon the City, or to create any obligations on the part of the City, except by prior written consent of the City.

13. WAIVER OF BREACH: The waiver by either Party of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach of the same or any other provision of the Agreement.

14. NOTICE: Any notice required to be given under this Agreement shall be deemed sufficient, if in writing, sent by mail to the last known address of the Contractor and the the City.

15. SUBJECT TO OTHER DOCUMENTS: This Agreement is subject to the terms and conditions of the Statutes of New Mexico, the City's Charter, Resolutions, Ordinances and Administrative Regulations. All these Statutes, Charter, Resolutions, Ordinances and Administrative Regulations are incorporated by reference into this Agreement.

16. SUBCONTRACTING AND ASSIGNMENT: The Contractor shall not subcontract any portion of the services performed under this Agreement without the express prior written consent of the City. Contractor may not assign any interest in this Agreement, or any portion thereof, without prior written consent of the City.

17. PROFESSIONAL LIABILITY INSURANCE: The Contractor must at all times maintain Professional Liability Insurance. Contractor will provide and maintain its own insurance, to include liability insurance for the work described in this Agreement in amounts acceptable to industry standards so long as this Agreement is in effect. Policies of insurance will be written by companies authorized to write such insurance in New Mexico, and policies of insurance will be on forms properly filed and approved by the Superintendent of Insurance, State of New Mexico. Contractor shall furnish certificates of insurance to the City and shall deliver the certificates to the City Manager, 1700 North Grand Ave. Las Vegas, New Mexico, 87701. If Contractor subcontracts any part of its obligations under this Contract, the Contractor will include any or all such subcontractors on its insurance policies or require such subcontractors to secure the insurance coverage required by the City. Contractor shall not begin any activities in furtherance of this Agreement until the required insurance has been obtained and proper certificates of insurance delivered to the City Manager. Neither approval nor failure by the City to disapprove insurance or certificates of insurance will relieve the Contractor of full responsibility to maintain the required insurance in full force and effect.

18. BINDING EFFECT: This Agreement shall be binding and shall ensure to the benefit of the successors and assigns of the City and the successor and assigns of the Contractor.

19. INDEMNIFICATION: Contractor agrees to indemnify and hold harmless the City, its elected officials, agents and employees from any and all claims, suits and causes of action which may arise from Contractor's performance under this Agreement caused in whole or in part by the acts, errors or omissions of Contractor or anyone working directly or indirectly for Contractor or at Contractor's discretion. Contractor further agrees to hold the City harmless from all claims for any injury, damages or death sustained by Contractor, his employees, agents or other representatives while engaged in the performance of this Agreement, including without limitation all third party claims. Contractor is not obligated to indemnify the City, its elected officials, agents and employees in any manner whatsoever for the negligence of the City, its elected officials, agents and employees.

20. NEW MEXICO TORT CLAIMS ACT: Any liability incurred by the City in connection with this agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act, NMSA 41-4-1 through 41-4-30. The City and its "public employees" as defined in the New Mexico Tort Claims Act, do not waive sovereign immunity, do not waive any defense and do not waive any limitation of liability pursuant to law. No provision in this Agreement modifies or waives any provisions of the New Mexico Tort Claims Act.

21. THIRD PARTY BENEFICIARIES: By entering into this agreement, the Parties do not intend to create any right, title or interest in or for the benefit of any person other than the City and Contractor. No person shall claim any right, title or interest under this agreement or seek to enforce this agreement as a third party beneficiary under this agreement.

22. APPROPRIATION: The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the City for the performance of the Agreement. If sufficient appropriations or authorizations are not made, this Agreement shall terminate upon written notice being given by the City to the Contractor. The City's decision as to whether sufficient authorizations are available shall be accepted by Contractor and shall be final.

23. WORKERS COMPENSATION INSURANCE: Contractor will comply with the applicable provisions of the New Mexico Workers' Compensation Act, the Subsequent Injury Act, and the New Mexico Occupational Disease Disablement Law. If any portion of the activities are to be subcontracted, the Contractor will require the subcontractor similarly to provide such coverage (or qualify as a self-insured) for all the latter's employees to be engaged in such activities. The Contractor covenants and agrees that the City, its officers, or employees will not be liable or responsible for any claims or actions occasioned by the Contractor's failure to comply with the provisions of this Paragraph and that the indemnification provision of this contract will apply to this Paragraph.

24. MISCELLANEOUS: This Agreement constitutes the entire agreement between the City and Contractor with respect to the subject matter herein, and all prior negotiations, writings, agreement and understandings are merged in and are superseded by this Agreement. No statement, promise or inducement made by the City or Contractor, either written or oral, which is not contained in this Agreement is binding between the City and Contractor. This Agreement shall be governed by the Laws of the State of New Mexico and the Ordinances, resolution, rules and regulations of the City, and the proper venue and jurisdiction for any litigation between the Parties shall be the Fourth Judicial District Court in Las Vegas, New Mexico. Each individual who signs this Agreement warrants and represents, under penalty of perjury, that he/she has full and complete authority to execute this Agreement on behalf of their respective entity. In the event that any of the terms of this Agreement are found by a court of competent jurisdiction to be invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remainder of this Agreement shall continue in full force and effect. The City Manager shall have the final say as to the meaning of this Agreement, including, but not limited to, whether the deliverables were met or duties were fulfilled. The Contractor and its members or agents understand that they may appeal the decision of the City Manager to the City's Governing Body.

In witness whereof, the parties named above have duly executed this instrument as of this Effective Date

CITY OF LAS VEGAS

Approved By:



William Taylor, City Manager

CONTRACTOR:

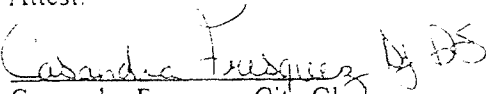


Signature

Printed Name: SHAWN EVANS AA

Position: PRINCIPAL

Attest:



Cassandra Fresquez, City Clerk

Approved as to legal sufficiency:



Scott Aaron, City Attorney



Michelle Lujan Grisham
Governor

STATE OF NEW MEXICO
DEPARTMENT OF CULTURAL AFFAIRS
HISTORIC PRESERVATION DIVISION

BATAAN MEMORIAL BUILDING
407 GALISTEO STREET, SUITE 236
SANTA FE, NEW MEXICO 87501
PHONE (505) 827-6320 FAX (505) 827-6338

Agreement / Contract
No. 3623-20
City of Las Vegas
Date

CITY OF LAS VEGAS, CLG GRANT
GRANT AGREEMENT - #35-19-171419.10017

East Las Vegas City Hall – Assessment & Adaptive Use Study

This AGREEMENT is made and entered into by, and between, the STATE OF NEW MEXICO, HISTORIC PRESERVATION DIVISION (hereinafter referred to as HPD), a division of the NEW MEXICO DEPARTMENT OF CULTURAL AFFAIRS and the CITY OF LAS VEGAS, NEW MEXICO, (hereinafter referred to as CONTRACTOR).

HPD and CONTRACTOR are also referred to as "parties."

Through this CONTRACT, HPD and CONTRACTOR agree to the following terms:

This Contract's funds derive in whole, or in part, from the Historic Preservation Fund, which is administered by the National Park Service, a Department of the Interior and HPD.

Reference is made throughout this CONTRACT to NPS and *HISTORIC PRESERVATION FUND GRANTS MANUAL*. NPS refers to the National Park Service. *HISTORIC PRESERVATION FUND GRANTS MANUAL* is the NPS grants administration manual. Parts of *HISTORIC PRESERVATION FUND GRANTS MANUAL* referred to in this CONTRACT are incorporated by reference into this CONTRACT. The *HISTORIC PRESERVATION FUND GRANTS MANUAL* is available online at https://www.nps.gov/preservation-grants/HPF_Manual.pdf

The *New Mexico Grants Manual* (hereinafter NM Grants Manual) has been made available to the CONTRACTOR. The NM Grants Manual references the Historic Preservation Fund, Grants Manual. CONTRACTOR REPRESENTS THAT IT HAS REVIEWED the NM Grants Manual and that it is bound by the terms of the NM Grants Manual. The NM Grants Manual is available online at: <http://nmhistoricpreservation.org/assets/files/grants-loans-tax/GrantsManual.pdf>

In addition to this CONTRACT, CONTRACTOR must sign originals of the following assurances that are attached to, and made part of, this CONTRACT as APPENDIX A:

- Certifications Regarding Debarment, Suspension and Other Responsibility Matters, Drug-Free Workplace Requirements and Lobbying.
- Assurance – Non-Construction Programs.

1. SCOPE OF WORK. In consideration of this award, CONTRACTOR will:

- a. Comply with 4.10.10 NMAC, the New Mexico Administrative Code regulations for the Certified Local Government Program. This includes supporting a historic preservation review commission and meeting the qualifications set forth in 4.10.10 NMAC, a program of design review of proposed alterations to structures and sites designated as historic landmarks or within designated historic districts.
1. CLG Coordination. Coordination of the Certified Local Government Program shall include.
 - a. Staff support. CONTRACTOR will provide staff support to the local historic preservation commission and the Town/Village/City/County in the execution of the Certified Local Government (CLG) Program. The staff person/consultant shall serve as the CLG Coordinator for the Town/Village/City/County.

1. The CLG Coordinator shall be an employee or consultant hired by the Town/Village/City/County (part- or full-time) to provide support to the historic preservation commission and the Town/Village/City/County in their historic preservation program. Staff/Consultant shall meet the Secretary of the Interior's Professional Qualifications Standards (found here: <http://www.cr.nps.gov/local-law/gis/html/quals.html>). The Town/Village/City/County must provide a resume of the staff person/consultant to HPD for its review and approval.
- b. Commission Meeting Agendas / Minutes.
CLG Coordinator shall provide one copy of minutes of all historic preservation commission meetings held within the term of this CONTRACT to HPD, and will be delivered to HPD least every two months (or more often, at the discretion of CONTRACTOR), such deliverables to commence within two months of beginning date of this CONTRACT.
- c. National Register Nominations.
The CLG shall participate in the preservation of cultural properties within their community by having a formal role in the review of nominations for listing in the National Register of Historic Places. CLG Coordinator/CLG must provide one copy of comments on any proposed National Register of Historic Places nominations submitted to CONTRACTOR for review and will be delivered to HPD within 60 days of receipt by CONTRACTOR (see 4.10.10 NMAC, Certified Local Government Program regulation).
- d. Ordinance, Rules, Regulation Changes.
CLG Coordinator shall provide one copy of any proposed changes to preservation-related ordinances, rules, or regulations of the CONTRACTOR. Such copies will be provided to HPD along with the dates, times, and places of public hearings of such proposed changes not fewer than five business days before any such hearing.
- e. Permits for Demolition.
CLG Coordinator shall provide one copy of notice of all demolition permit applications for demolition of structures within any historic district or other historic property individually designated by CONTRACTOR, State or United States of America, according to 4.10.10 NMAC (Mandatory review of alterations, demolitions or new construction to listed landmarks and properties within listed historic districts, effective date January 1, 2008, Certified Local Government Program regulation). Copy(s) of notices will be delivered to HPD within three business days prior to any hearings of Town/Village/City/County.
- f. Annual Reporting & NPS Annual Reporting Forms
CLG Coordinator shall provide an Annual Report of the activities of the Commission. The report shall include the number of cases reviewed, new designations made, revised resumes and contact information of commission members, attendance records, and document educational workshops or training. The National Park Service, HPD's fiduciary support, requires similar information. The CLG Coordinator shall provide the required NPS reporting information on the required forms. CLG annual reporting forms may be found online, <https://www.nps.gov/clg/forms.html>

For more information, please contact:

Karla K. McWilliams, CLG & Grants Coordinator New Mexico Historic Preservation Division
407 Galisteo Street, Suite 236 Santa Fe, NM 87501 505/827.4451
505/827.6338 fax
karla.mcwilliams@state.nm.us

- b. Conduct the grant projects below as described:

East Las Vegas City Hall is listed as a significant structure in the Douglas-Sixth Street Historic District, listed in the National Register of Historic Places in 1983. The CONTRACTOR has completed previous preservation planning and stabilization work at City Hall. This work will continue the building's restoration/rehabilitation and result in the building's eventual reuse. The scope of work for this project shall include:

1. Assessment Report, Working Drawings, and Cost Estimates. Contractor will prepare an assessment report, working drawings and cost estimates of the following building systems/areas. Proposed rehabilitation/repair must comply with the Secretary of the Interior's Standards. Contractor will evaluate these building systems:
 - a. Attic & main roof. Assess structural integrity of trusses, decking, fascia, soffits, eaves, and outriggers. Working drawings should identify roof repair/rehabilitation/restoration and should identify historically-appropriate roofing material. Contractor will build a temporary walkway within the attic to enable assessment.
 - b. Bell Tower & Bell. Assess structural integrity of tower, tower's roof, and integrity of tower where bell is located.
 - c. Drainage system. Evaluate and assess existing drainage system and identify plans for its repair/rehabilitation or installation of a new system.
 - d. Hazardous materials. Contractor shall evaluate the building to determine if asbestos containing material exists, identify locations of ACM and identify if other hazardous materials are present.
 - e. Rear addition. Contractor shall consider removal of the rear addition (identified as not a historic addition) and include its removal in working drawings including assessment of asbestos which may be in building.
2. Visioning Charrette. Contractor will conduct a one-day visioning design charrette to obtain the community and the city's vision of how the building will be used in the future.
3. Secretary of the Interior's Standards. All work shall comply with the Secretary of the Interior's Standards. Contractor shall consult with the Historic Preservation Division on all aspects of the project.

2. DELIVERABLES. CONTRACTOR will complete the projects listed above under 1. Scope of Work (above) and provide the following Deliverables.

- a. In the completion of this rehabilitation project, the following deliverables will be created:
 - Assessment Reports
 - Cost Estimates
 - Working Drawings
 - All investigation reports and recommendations must comply with the Secretary of the Interior's Standards. Before any construction work begins, Contractor must have approvals from the Historic Preservation Division, in writing.
- b. Grant Required Reporting. Complete all grant-required reporting forms. Grant forms include periodic Progress Reports; Request for Reimbursement form; Timesheets (for staff, contractor, and volunteers); Final Progress Report; Verification of Cash Match; Sources of Match; Donated Items; and Completion & Closeout. Grant reporting forms may be found on the HPD website: <http://nmhistoricpreservation.org/programs/clg.html>
- c. CLG Requirements. These include all items listed in 1.a.i. CLG Coordination, above.

3. SCHEDULE. CONTRACTOR will perform such duties as listed in "SCOPE OF WORK" above according to the schedule outlined in Appendix C.

4. COMPENSATION.

- a. HPD and CONTRACTOR estimate the total cost for completing these projects is **fifty-five thousand one hundred and forty-seven dollars and fifty six cents (\$55,147.56)**. HPD/State of New Mexico will grant to CONTRACTOR an amount not to exceed **twenty-one thousand five hundred nine dollars and twenty cents (\$21,509.20)**, a partial amount of the actual total costs, unless the project is amended by a written amendment to increase or decrease the total project cost. The City of Las Vegas anticipates that it will provide a match of **thirty-three thousand six hundred and thirty-eight dollars and thirty-six cents (\$33,638.36)**.

- b. HPD shall pay the CONTRACTOR in full payment for services satisfactorily performed based on deliverable; such compensation not to exceed twenty-one thousand five hundred nine dollars and twenty cents (\$21,509.20).
- c. The total amount payable to the CONTRACTOR under this Agreement, including gross receipts tax and expenses, shall not exceed twenty-one thousand five hundred nine dollars and twenty cents (\$21,509.20). This amount is a maximum and not a guarantee that the work assigned to be performed by Contractor under this Agreement shall equal the amount stated herein. CLG shall provide a minimum match for the project costs equaling the grant amount of twenty-one thousand five hundred nine dollars and twenty cents (\$21,509.20); match may be in-kind in cash or both.
- d. Payment is subject to availability of funds pursuant to the Appropriations Paragraph set forth below. All invoices MUST BE received by the HPD no later than fifteen (15) days after the termination of the Federal Fiscal Year in which the services were delivered. Invoices received after October 31, 2020 will NOT BE PAID.
- e. Contractor must submit a detailed statement accounting for all services performed and expenses incurred by using the Request for Reimbursement Form and by providing supporting documentation of the expenditure of funds. If the HPD finds that the services are not acceptable, it shall provide the CONTRACTOR a letter of exception explaining the defect or objection to the services and outlining steps the CONTRACTOR may take to provide remedial action with thirty (30) days after the date of receipt of written notice from the CONTRACTOR that payment is request. Upon certification by HPD that the services have been received and accepted, HPD shall tender payment to the CONTRACTOR within thirty (30) days. If HPD makes payment by mail, the payment shall be deemed tendered on the date it is postmarked. However, HPD shall not incur late charges, interest, or penalties for failure to make payment within the time specified herein.
- f. All payments on this CONTRACT are subject to satisfactory completion of all terms and conditions of this CONTRACT, including completion of the work within budget and on schedule and delivery of billing documents (including necessary source documents) according to the HPD reimbursement rules and procedures. (See *NM Grants Manual*).

5. BUDGET. The budget for this project is found in APPENDIX B: Budget, which is attached to and made part of this CONTRACT. Contractor shall incur all expenses incurred through the City of Las Vegas, CLG Grant by September 30, 2020, and deliver all billings to HPD by October 31, 2020.

6. TERM. This CONTRACT will commence on the date of execution of this CONTRACT by both parties. The termination date of this CONTRACT is September 30, 2020.

7. OMB DESIGNATION FOR CONTRACTOR. CONTRACTOR represents that it is the following type of entity for this CONTRACT:

- ☒ Government
☐ Institution of Higher Education
☐ Non-Profit Organization
☐ For-Profit Organization (or individual)

8. REPRESENTATIVES. For the purpose of this CONTRACT, the individuals identified below are hereby designated representatives of the respective parties. These parties are authorized to sign on behalf of the respective parties. Either party may from time to time designate in writing new or substitute representatives:

For the State of New Mexico, Historic Preservation Division:

Jeff Pappas, SHPO
 NM Historic Preservation Division
 Bataan Memorial Building
 407 Galisteo Street, Suite 236
 Santa Fe, NM 87501
 Tel: (505) 827-4222
 Email: jeff.pappas@state.nm.us

For CONTRACTOR:

Robert J. Archuleta
 Grants Writer/Administrator
 City of Las Vegas
 1700 N. Grand Avenue
 Las Vegas, NM 87701
 Tel: (505) 454-1401
 Email: rjarchuleta@lasvegasnm.gov

10. **HPD MANAGERS ON CONTRACT.** The following persons at HPD have been designated to manage the grant's technical aspects. All project deliverables (outlined in Appendix C) and questions pertaining to the grant must be directed to the Technical Reviewer. The Grants Coordinator is responsible for managing overall fiduciary and administrative components of the CONTRACT.

Technical Reviewer

Karla K. McWilliams, Historian
NM Historic Preservation Division
Bataan Memorial Building, 407 Galisteo Street, Suite 236
Santa Fe, New Mexico 87501
Tel: (505) 827-4451
Email: karla.mcwilliams@state.nm.us

Technical Reviewer

Harvey Kaplan
NM Historic Preservation Division
Bataan Memorial Building, 407 Galisteo St, Suite 236
Santa Fe, New Mexico 87501
Tel: (505) 827-3971
Email: Harvey.kaplan@state.nm.us

11. **STANDARDS.** All work and DELIVERABLES will be in compliance with pertinent sections of the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation. CONTRACTOR will also conform to reasonable and pertinent guidelines or suggestions set forth by HPD during the course of the CONTRACT.
12. **PROFESSIONAL OVERSIGHT.** HPD must arrange that all archaeological or architectural services provided through this CONTRACT be conducted by or supervised or reviewed by a professional who meets the qualification requirements of 36 CFR 61, Appendix A. The person who will provide the professional oversight for this CONTRACT at HPD is Karla K. McWilliams (contact information, above).
13. **HPD APPROVAL OF PRINCIPAL INVESTIGATOR AND PROFESSIONAL STAFF.** If CONTRACT personnel are not specified in this CONTRACT, CONTRACTOR must hire a principal investigator and other professional staff with the assistance and concurrent approval of HPD. In the hiring process, CONTRACTOR shall present HPD with the request for proposals or other evidence of the procurement process (es), the resumes of the top three candidates and the CONTRACT for review and approval. HPD hiring assistance and approval is required whether the principal investigators and professionals are or become employees or contractors of CONTRACTOR.

No substitution of professional CONTRACT personnel may be made during the course of this CONTRACT, except by the procedure detailed above and the written prior approval of HPD.

Professionals chosen will comply with the professional qualifications of 36 CFR 61, Appendix A, UNLESS SUCH REQUIREMENT IS WAIVED BY HPD. CONTRACTOR agrees to comply with federal requirement for competitive procurement of professional services in obtaining subcontractors (see *NM Grants Manual*).

14. **PERMITS, LICENSES, OR PERMISSION.** CONTRACTOR is responsible for securing all appropriate and necessary state, federal, tribal and local permits and/or individual or landowner consents required to execute the terms and conditions of this CONTRACT award. Costs of permits are eligible for reimbursement under conditions applicable to all other reimbursement requests. CONTRACTOR will obtain all releases necessary for the development of this project, including but not limited to, those required to videotape or photograph or use images of individuals and properties.
15. **ADMINISTRATIVE REQUIREMENTS.** Federal assistance awarded under the Historic Preservation Fund grant program is subject to the provisions of the National Historic Preservation Act, and other federal laws affecting grant programs. All federal programs must follow the same general set of administrative rules, designed to ensure fair competition for federally-assisted grant contracts, proper accounting and management practices and conformance with government-wide regulations. These documents are available upon request.
- All CONTRACTS must be administered in accordance with all applicable regulations and procedures governing federal grants, including Office of Management and Budget (OMB) Circulars (see *NM Grants Manual*).
16. **PROOF OF COMPLIANCE WITH FEDERAL REQUIREMENTS.** CONTRACTOR will be required to submit proof of compliance with certain federal regulations to HPD. All contracts between CONTRACTOR and its subcontractors, including consultants, must contain the provisions detailed in "CONTRACT WITH THIRD PARTIES" (see *NM Grants Manual*).

17. **PROCUREMENT REQUIREMENTS.** CONTRACTOR must comply with the procurement standards found in *NM Grants Manual* and the *Historic Preservation Fund, Grants Manual*. The federal procurement code imposes civil and criminal penalties for its violation. In addition, New Mexico criminal statutes and federal criminal statutes impose felony penalties for illegal bribes, kickbacks, gratuities and misappropriation of funds.
18. **FALSE STATEMENTS, MISREPRESENTATION AND CONCEALMENT.** CONTRACTOR has not made false statements, misrepresentation or concealed as part of CONTRACTOR application process, nor will it do so as the CONTRACT progresses, including during the signing of certifications.
19. **NOTICE OF CIVIL AND CRIMINAL PENALTIES FOR MISAPPROPRIATION OF FUNDS.** The federal procurement code imposes civil and criminal penalties for its violation. In addition, New Mexico criminal statutes and federal criminal statutes impose felony penalties for illegal bribes, kickbacks, gratuities and misappropriation of funds.
20. **PUBLIC ACKNOWLEDGEMENT.** CONTRACTOR will provide public acknowledgement to NPS and HPD for receipt of funds, etc., according to the requirements as set forth in *NM Grants Manual* and *Historic Preservation Fund, Grants Manual*.
21. **ASSIGNMENT.** CONTRACTOR will not assign or transfer any interest in this CONTRACT or assign any claims for money due or to become due under this CONTRACT without the prior written approval of the HPD.
22. **SUBCONTRACTING.** CONTRACTOR will not subcontract any portion of the services performed under this CONTRACT without the prior written approval of the HPD.
23. **STATUS OF CONTRACTOR.** CONTRACTOR, and CONTRACTOR'S agents and employees are independent CONTRACTORS performing professional services for the Historic Preservation Division and are not employees, and will not as a result of this CONTRACT accrue leave, retirement, insurance, bonding, use of State vehicles, or any other benefits afforded to employees of the State of New Mexico.

CONTRACTOR represents that it has, or will secure at its own expense, all personnel required under this CONTRACT. CONTRACTOR is responsible for providing Worker's Compensation Coverage and Unemployment Compensation Coverage for all of its employees to the extent required by law, and for ensuring that all subcontractors maintain such insurance where required by law. All of the services required under the term of this CONTRACT will be performed by CONTRACTOR or employees under CONTRACTOR's supervision or by approved subcontractor. **PAYING ALL APPLICABLE TAXES IS THE CONTRACTOR'S RESPONSIBILITY. CONTRACTOR WILL PAY WHEN DUE ALL REQUIRED FEDERAL, STATE, LOCAL OR OTHER INCOME-RELATED TAXES.**

24. **APPROPRIATIONS.** The terms of this CONTRACT are contingent upon receipt by HPD of sufficient grant money and authorization being made by the National Park Service for the performance of this CONTRACT, where necessary. Should the National Park Service fail or refuse to make sufficient grant money available and authorize to the State of New Mexico as contemplated, then this CONTRACT may be terminated by HPD. HPD's determination, in its sole discretion, as to whether sufficient monies, grants and authorization exist for the purpose of carrying out this CONTRACT will be accepted by CONTRACTOR and will be final.
25. **RELEASE.** CONTRACTOR, upon final payment of the amount due under this CONTRACT, releases the HPD, its officers and employees, and the State of New Mexico from all liabilities, claims, and obligations whatsoever arising from or under this CONTRACT. CONTRACTOR has no authority, express or implied, to bind the State of New Mexico (including HPD) to any agreements or understandings without the express written consent of the State.

CONTRACTOR agrees NOT to purport to bind the State of New Mexico, unless CONTRACTOR has express written authority to do so, and then only within the strict limits of that authority.

26. **CONFIDENTIALITY OF RECORDS AND INFORMATION; INSPECTION OF PUBLIC RECORDS ACT.** Any confidential information provided to or developed by CONTRACTOR in the performance of this CONTRACT will be kept confidential and will not be made available to any entity including individual(s) without the prior written approval of the HPD, which will not be withheld if the information is required to be disclosed by law. CONTRACTOR agrees to immediately notify HPD of CONTRACTOR'S receipt of any oral or written request for a public record made pursuant to the inspection of Public Records Act, Section 14-2-1 NMSA 1978 that may result in

CONTRACTOR making available for inspection any information provided to or developed by the CONTRACTOR in its performance of this CONTRACT. HPD and CONTRACTOR agree that this provision shall not be deemed to have been breached or violated if confidential records or information, or public records that are excepted from the Inspection of Public Records Act as provided in Section 14-2-1(a)-(f) NMSA 1978, are made available for inspection pursuant to a court order issued by a court of competent jurisdiction.

27. **CONTINGENT FEES.** With regard to contract/subgrants, no person, agency, or other organization may be employed or retained to solicit or secure a grant, subgrant of contract upon agreement or understanding for commission, percentage, brokerage, or contingent fee. For breach or violation of this prohibition the federal government and/or HPD will have the right to annul this CONTRACT without liability or, at its discretion, to deduct from this CONTRACT or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee, or to seek such other remedies as may be legally available.

28. **DISCLOSURE OF INFORMATION.** Financial records, supporting documents, statistical records, and all other records pertinent to this CONTRACT provided to and by HPD/NPS are subject to disclosure to others under the Freedom of Information Act, 5 USC 552 (see *HISTORIC PRESERVATION FUND, GRANTS MANUAL*, Chapter 3, Section D.)

29. **OWNERSHIP OF COPYRIGHT - WORK FOR HIRE.** All original materials and works of authorship developed by CONTRACTOR under this CONTRACT remain the property of the CONTRACTOR and its designees and become the property of the State of New Mexico, Historic Preservation Division (HPD). Materials will be delivered to HPD no later than the termination date of this CONTRACT.

CONTRACTOR, and its designees, agree that any publications, film, drawings, or similar materials developed directly or indirectly from a program, project, or activity supported by funds from the National Park Service and not expressly assigned to HPD, shall contain an acknowledgment of NPS grant assistance and any other statements required by the NPS *Historic Preservation Fund, Grants Manual*.

30. **PROGRAM INCOME.** No program income will be generated by this project.

31. **RECORDS AND AUDITS.** CONTRACTOR will submit financial, program, and other reports as required by HPD, and will maintain for three years such property, personnel, financial, and other records and accounts for all CONTRACT funds. CONTRACTOR will maintain detailed time records that indicate the date, time, and nature of services rendered and detailed records of other expenses incurred.

CONTRACTOR shall allow NPS, the Comptroller General of the United States, HPD, the Department of Finance and Administration, the New Mexico State Auditor, and any of their duly authorized representatives to have access to any pertinent books, documents, papers, and records of CONTRACTOR to make audits (with right to hire an independent Certified Public Accountant of HPD's choosing and at its expense), examination, excerpts and transcripts and copies of such documents. This right also includes timely and reasonable access to the CONTRACTOR'S personnel for the purpose of interview(s) and discussion(s) related to such documents. The rights of access mentioned in this paragraph are not limited to the required retention period, but will last as long as records are retained. If an audit, litigation, or other action involving the records is started before the end of the three-year retention period, CONTRACTOR shall retain the records until the action is resolved or the end of the three-year period, whichever is longer.

In the event a final audit has not been performed prior to the termination date of this CONTRACT, HPD and its authorized representatives shall retain the right to recover an appropriate amount after fully considering the recommendations or disallowed costs resulting from such final audit. This does not preclude the right of HPD to recover excessive or illegal payments.

HPD may make site visits as frequently as practicable to provide such technical assistance as may be required at HPD's sole discretion.

32. **AMENDMENT.** CONTRACT may be amended in writing during the term and course of this CONTRACT for such reasons as 1) CONTRACT term extension, 2) changes in scope-of-work, 3) changes in deliverable items or 4) reductions or increases in project costs. If any performance review conducted by the HPD discloses the need for change in the budget estimates, CONTRACTOR will submit a request for a budget revision.

Indirect Costs: Notwithstanding the above, NO revision shall be made to the indirect cost rate as established in the budget without prior written approval by HPD.

If any performance review conducted by the HPD discloses the need for change in the budget estimates, CONTRACTOR will submit a request for a budget revision.

33. **TERMINATION FOR CAUSE.** Failure by CONTRACTOR, as determined by HPD, to carry out the terms or conditions of this CONTRACT (either by failing to comply or by having deficiencies in compliance), including the CONTRACT scope, will be cause for HPD to (a) wholly or partly terminate this CONTRACT, and/or (b) reduce the work items and the total cost of this CONTRACT, and/or (c) demand and obtain refund of all or part of the monies paid to CONTRACTOR, and/or (d) refuse payment for unsatisfactory work performed, and/or (e) temporarily withhold cash payments pending correction of the deficiency by CONTRACTOR, and/or (f) disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance, and/or (g) withhold further CONTRACTS, subgrants and any other types of award that might have been awarded by HPD; and/or (h) take other remedial action that may be legally available, whichever is appropriate in the judgment of the state. HPD will not reimburse costs associated with final products that do not meet the applicable Secretary of the Interior's Standards cited in paragraph two (2), "Deliverables" of this CONTRACT.

HPD will promptly notify CONTRACTOR in writing of the determination of termination and the reasons for the termination, together with the effective date. Payments made to CONTRACTOR or recovered by HPD under contracts terminated for cause will be in accord with the legal rights and liabilities of the parties

RIGHT TO TERMINATE ON SHORT NOTICE. HPD has the right at all times to terminate this CONTRACT on short notice 1) for failure to submit deliverables, and reports and documents (including but not limited to fiscal and scope-of-work reports and documents) or 2) when such deliverables and reports and documents show insufficient progress. In the case of Section #2 above, CONTRACTOR has the right to correct and bring into compliance all such deliverables and reports and documents within a reasonable time after notice to CONTRACTOR of any insufficiencies.

34. **TERMINATION FOR CONVENIENCE.** CONTRACT may be terminated by either of the parties to this CONTRACT upon written notice delivered to the other party at least thirty days prior to the intended date of termination. By such termination, neither party may nullify obligations already incurred for performance or failure to perform prior to the date of termination.
35. **ACCOUNTING.** At all times from the effective date of this CONTRACT until completion of this CONTRACT, CONTRACTOR will maintain properly segregated books of state funds, matching funds, and other funds associated with this CONTRACT. All receipts and expenditures associated with this CONTRACT will be documented in a detailed and specific manner, and will accord with the "BUDGET," as set forth in section 5, above.
36. **NON-LIABILITY OF HPD.** CONTRACTOR agrees and recognizes that the HPD assumes no responsibility with respect to accidents, illnesses, or claims arising out of work performed under a grant supported project. CONTRACTOR is expected to take necessary steps to insure or protect itself and its personnel and to comply with the applicable local, State, or federal safety standards, including those issued pursuant to the National Occupational Safety and Health Act of 1970.
37. **CONFLICT OF INTEREST; GOVERNMENTAL CONDUCT ACT.**
- a. CONTRACTOR warrants that it is fully knowledgeable of and agrees to be bound by the conflict of interest requirements (see *NM Grants Manual* and *Historic Preservation Fund, Grants Manual*).
 - b. The CONTRACTOR represents and warrants that it presently has no interest and, during the term of this Agreement, shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Agreement.
 - c. The CONTRACTOR further represents and warrants that it has complied with, and, during the term of this Agreement, will continue to comply with, and that this Agreement complies with all applicable provisions of the Governmental Conduct Act, NMSA 1978, Chapter 10, Article 16. Without in anyway limiting the generality of the foregoing, the CONTRACTOR specifically represents and warrants that:

1. in accordance with NMSA 1978, Section 10-16-4.3 (2011), the CONTRACTOR does not employ, has not employed, and will not employ during the term of this Agreement any State employee while such employee was or is employed by the State and participating directly or indirectly in HPD's contracting process;
 2. this Agreement complies with Section NMSA 1978, 10-16-7(A) because (i) the CONTRACTOR is not a public officer or employee of the State; (ii) the CONTRACTOR is not a member of the family of a public officer or employee of the State; (iii) the CONTRACTOR is not a business in which a public officer or employee or the family of a public officer or employee has a substantial interest; or (iv) if the CONTRACTOR is a public officer or employee of the State, a member of the family of a public officer or employee of the State, or a business in which a public officer or employee of the State or the family of a public officer or employee of the State has a substantial interest, public notice was given as required by NMSA 1978, Section 10-16-7(A) (2011) and this Agreement was awarded pursuant to a competitive process;
 3. in accordance with Section NMSA 1978, 10-16-8(A) (2011), (i) the CONTRACTOR is not, and has not been represented by, a person who has been a public officer or employee of the State within the preceding year and whose official act directly resulted in this Agreement and (ii) the CONTRACTOR is not, and has not been assisted in any way regarding this transaction by, a former public officer or employee of the State whose official act, while in State employment, directly resulted in HPD's making this Agreement;
 4. this Agreement complies with NMSA 1978, Section 10-16-9(A) (2007) because (i) the CONTRACTOR is not a legislator; (ii) the CONTRACTOR is not a member of a legislator's family; (iii) the CONTRACTOR is not a business in which a legislator or a legislator's family has a substantial interest; or (iv) if the CONTRACTOR is a legislator, a member of a legislator's family, or a business in which a legislator or a legislator's family has a substantial interest, disclosure has been made as required by NMSA 1978, Section 10-16-9(A) (2007), this Agreement is not a sole source or small purchase contract, and this Agreement was awarded in accordance with the provisions of the Procurement Code;
 5. in accordance with NMSA 1978, Section 10-16-13 (2011), the CONTRACTOR has not directly participated in the preparation of specifications, qualifications or evaluation criteria for this Agreement or any procurement related to this Agreement; and
 6. in accordance with NMSA 1978, Section 10-16-3 (2011) and NMSA 1978, Section 10-16-13.3 (2011), the CONTRACTOR has not contributed, and during the term of this Agreement shall not contribute, anything of value to a public officer or employee of HPD.
- d. CONTRACTOR'S representations and warranties in Paragraphs A and B of this Article 12 are material representations of fact upon which HPD relied when this Agreement was entered into by the parties. CONTRACTOR shall provide immediate written notice to HPD if, at any time during the term of this Agreement, CONTRACTOR learns that CONTRACTOR'S representations and warranties in Paragraphs A and B of this Article 12 were erroneous on the effective date of this Agreement or have become erroneous by reason of new or changed circumstances. If it is later determined that CONTRACTOR'S representations and warranties in Paragraphs A and B of this Article 12 were erroneous on the effective date of this Agreement or have become erroneous by reason of new or changed circumstances, in addition to other remedies available to HPD and notwithstanding anything in the Agreement to the contrary, HPD may immediately terminate the Agreement.
- e. All terms defined in the Governmental Conduct Act have the same meaning in part b of this Section.

38. **APPLICABLE LAW.** This CONTRACT will be governed by the laws of the State of New Mexico.

39. **ENTIRE AGREEMENT.** This CONTRACT incorporates all the agreements, covenants and understandings between the parties to this CONTRACT concerning the subject matter of this CONTRACT, and all such covenants, agreements and understandings have been merged into this written CONTRACT. No prior CONTRACT or understandings, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this CONTRACT.

40. **SEVERABILITY.** To the extent that this CONTRACT may be executed and performance of the obligations of the parties may be accomplished with the intent of this CONTRACT, the terms of this CONTRACT are severable, and should any term or provision of this CONTRACT be declared invalid or become inoperative for any reason, such invalidity or failure shall not affect the validity of any other term or provision. The waiver of any breach of a term will not be construed as waiver of any other term.
41. **SURVIVAL OF CERTAIN CONTRACT TERMS.** Notwithstanding anything in this CONTRACT to the contrary, the parties understand and agree that all terms and conditions of this CONTRACT (including appendixes and *NM Grants Manual*) and its attachments hereto which may require continued performance of compliance beyond the termination date of this CONTRACT will survive such termination date and will be enforceable by the HPD as provided in this CONTRACT in the event of such failure to perform or comply by CONTRACTOR or its subcontractors.
42. **BINDING ON SUCCESSORS.** Except as otherwise provided, this CONTRACT will inure to the benefit of and be binding upon the parties or any subcontractors hereto, and their respective successors and assigns.
43. **ASSURANCES.** CONTRACTOR agrees and gives assurances that:
- a. **ONLY PERMITTED MATCH.** No federal funds will be used to match National Park Service grants-in-aid funds unless specifically permitted or approved by federal law or regulation, in which case a copy of such document shall be appended to and be made a part of this CONTRACT.
 - b. **COMPLIANCE WITH FEDERAL MANAGEMENT REQUIREMENTS.** CONTRACTOR accepts the obligation to comply with all applicable laws, rules and regulations in effect at the time of the award including, but not limited to, 43 CFR 12, the Single Audit Act of 1984 for local governments, OMB Circulars A-87 (for State and local governments), A-110 (for institutions of higher education, hospitals, and other non-profit organizations), A-122 (for non-profit organizations with certain exclusions including, among others, colleges and universities), and 48 CFR 30 et seq. (for for-profit organizations) as appropriate, and to the further terms and conditions of *see Historic Preservation Fund Grants Manual*, the laws of the State of New Mexico, including rules and regulations (including HPD rules) and the terms and conditions of this CONTRACT in effect at the time of the award and as CONTRACT might be amended.
 - c. **OWNERSHIP, USE AND DISPOSITION OF NON-EXPENDABLE EQUIPMENT.** CONTRACTOR agrees to the provisions of 43 CFR 12.72 regarding ownership, use and disposition of non-expendable equipment that is purchased in whole or in part with federal funds.
 - d. **BEGIN WORK WITHIN 60 DAYS OF EXECUTION OF CONTRACT.** CONTRACTOR will begin work on this CONTRACT within sixty (60) days after all parties have signed the CONTRACT and will demonstrate progress according to schedule until completing the project within the approved CONTRACT term. Any deviation from this schedule must have written approval by the HPD.
 - e. **SMALL BUSINESS.** CONTRACTOR will use Small Business and Minority-owned Business Enterprises, whenever reasonable and feasible.
 - f. **POLITICAL ACTIVITIES.** CONTRACTOR agrees that no expenditure of CONTRACT funds will be made for the use of equipment or premises for political purposes, sponsoring or conducting candidate's meeting(s), engaging in voter registration activity or voter transportation activity, or other partisan political activities.
 - g. **RELIGIOUS INSTITUTIONS.** CONTRACTOR agrees that no expenses of any type will be incurred that will give direct financial assistance for church-owned property.
 - h. **NON-LIABILITY OF HPD.** CONTRACTOR agrees and recognizes that the HPD assumes no responsibility with respect to accidents, illnesses, or claims arising out of work performed under a grant supported project. CONTRACTOR is expected to take necessary steps to insure or protect itself and its personnel and to comply with the applicable local, State, or federal safety standards, including those issued pursuant to the National Occupational Safety and Health Act of 1970.

- i. **EMPLOYMENT CONSIDERATIONS.** CONTRACTOR agrees, in the performance of all work under this CONTRACT, to abide by all applicable federal and state labor and employment laws affecting CONTRACTOR'S relationships with its employees. CONTRACTOR will comply with the provisions of the Contract Work Hours and Safety Standards Act. CONTRACTOR also agrees to provide the necessary assurances that it has complied with this Act during the course of this project. CONTRACTOR agrees to comply with all requirements of the Federal Fair Labor Standards Act (29 U.S.C. Sections 201 through 219) and the implementing regulations (including 29 Code of Federal Regulations Part 541) regarding any of its employees who perform any work on or related to this CONTRACT and specifically agrees, in order to comply with one set of requirements imposed by that Act and those regulations, not to permit any hourly paid or other non-exempt employee to perform work for CONTRACTOR without paying that employee in compliance with the requirements of the Fair Labor Standards Act. In order to comply with this requirement, CONTRACTOR further specifically agrees not to use donated or volunteer services of any of its employees who are paid hourly, or who are otherwise non-exempt under the Fair Labor Standards Act, for the purpose of achieving any matching share requirement applicable to this CONTRACT.
- j. **PROPER AND SATISFACTORY PERFORMANCE.** CONTRACTOR will do, perform, and carry out, in a manner determined by the HPD to be proper and satisfactory, the scope of services described in this CONTRACT.
- k. **UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITIONS ACT OF 1970:** CONTRACTOR will comply with requirements Title II and Title III of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.O. 91-646) which provides for fair and equitable treatment of persons displaced as a result of federal and federally assisted programs.

44. **ANTI-KICKBACK ACT.** If this CONTRACT is for construction or repair work, CONTRACTOR shall comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3). This Act provides that CONTRACTOR is prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The CONTRACTOR shall report all suspected or reported violations to HPD to report to NPS.

45. **PUBLIC WORKS MINIMUM WAGE ACT.** If this CONTRACT funds is for an amount of sixty thousand dollars (\$60,000) or more, for "construction, alteration, demolition, or repair" or any combination of these, then the Public Works Minimum Wage Act applies and the CONTRACTOR and subcontractor must comply with the registration requirements pursuant to the Public Works Minimum Wage Act.

46. **INTELLECTUAL PROPERTY RIGHTS.** In addition to the Copyright section in this CONTRACT, CONTRACTOR shall comply with NPS requirements and regulations pertaining to reporting and patent rights under any CONTRACT involving research, developmental, experimental, or demonstration work with respect to any discovery or invention which arises or is developed in the course of or under this CONTRACT and pertaining to copyrights and rights in data. These requirements are detailed in Chapter 19 of the *Historic Preservation Fund, Grants Manual*.

47. **FEDERAL ENVIRONMENTAL ACTS.** If the compensation promised in this CONTRACT exceeds one hundred thousand dollars (\$100,000), CONTRACTOR must comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857(h)), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15), which prohibit the use under non-exempt federal contracts, grants, or loans of facilities included on the EPA List of Violating Facilities. CONTRACTOR shall report violations of these Acts to HPD and to the grantor agency (NPS) and to the EPA Assistant Administrator for Enforcement.

48. **ENERGY EFFICIENCY.** CONTRACTOR shall abide by standards and policies relating to energy efficiency that are contained in New Mexico's energy conservation plan issued in compliance with the federal Energy Policy and Conservation Act of 1975. NPS may require changes, remedies, changed conditions, access and record retention, and suspension of work clauses approved by the Office of Federal Procurement Policy.

49. **CONSTRUCTION BOND REQUIREMENTS.** This section applies if this CONTRACT is for construction services. As used in this CONTRACT, the following definitions apply: A bid guarantee is a firm commitment, such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified. A

performance bond is a bond executed in connection with a contract to secure fulfillment of all the CONTRACTOR'S obligations under the CONTRACT. A payment bond is executed in connection with a contract to assure payment, as required by law, of all persons supplying labor and material in the execution of the work provided for in the contract.

a. If CONTRACT is for twenty-five thousand or less (\$25,000), no performance or payment bonds are required unless otherwise agreed upon with HPD.

b. If CONTRACT is for more than twenty five thousand (\$25,000), CONTRACTOR must provide:

1. a performance bond satisfactory to HPD, executed by a surety company authorized to do business in this state and approved in federal circular 570 as published by the United States treasury department or the state board of finance or the local governing authority, in an amount equal to one hundred percent of the price specified in the CONTRACT; and

2. a payment bond satisfactory to HPD, executed by a surety company authorized to do business in this state and said surety to be approved in federal circular 570 as published by the United States treasury department or the state board of finance or the local governing authority, in an amount equal to one hundred percent of the price specified in the CONTRACT, for the protection of all persons supplying labor and material to the CONTRACTOR or its subcontractors for the performance of the work provided for in the CONTRACT.

c. If CONTRACT exceeds one hundred thousand dollars (\$100,000), CONTRACTOR shall consult with HPD to determine if NPS has determined that the federal government's interest will be adequately protected under New Mexico's bond standards. If this determination has not been made, the minimum requirements shall be as follows:

1. Bid guarantee from each bidder equivalent to five (5) percent of the bid price;

2. A performance bond on the part of the CONTRACTOR for one hundred percent (100%) of the CONTRACT price; and

3. A payment bond on the part of the CONTRACTOR for one hundred percent (100%) of the CONTRACT price.

d. Sources of Bonds. Where bonds are required in the situations described above, CONTRACTOR shall obtain the bonds from companies holding certificates of authority as acceptable sureties (31 CFR 223). A list of these companies is published annually by the Department of the Treasury in its Circular 570. The Department of the Treasury Circular 570 may also be obtained from the U.S. Department of the Treasury, Financial Management Service, Surety Bond Branch, 401 14th St., S.W., 2nd Floor--West Wing, Washington, DC 20227.

50. MERGER. This Agreement incorporates all the Agreements, covenants and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, Agreements and understanding have been merged into this written Agreement. No prior Agreement or understanding, oral or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

51. PENALTIES UNDER LAW. The New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and kickbacks.

52. EQUAL OPPORTUNITY COMPLIANCE. The CONTRACTOR agrees to abide by all federal and state laws and rules and regulations, and executive orders of the Governor of the State of New Mexico, pertaining to equal employment opportunity. In accordance with all such laws of the State of New Mexico, the CONTRACTOR assures that no person in the United States shall, on the grounds of race, religion, color, national origin, ancestry, sex, age, physical or mental handicap, or serious medical condition, spousal affiliation, sexual orientation, or gender identity, be excluded from employment with or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity performed under this Agreement. If CONTRACTOR is found not to be in compliance with these requirements during the life of this Agreement, CONTRACTOR agrees to take appropriate steps to correct these deficiencies.

53. **WORKERS' COMPENSATION.** The CONTRACTOR agrees to comply with state laws and rules applicable to workers compensation benefits for its employees. If the CONTRACTOR fails to comply with the Workers Compensation Act and applicable rules when required to do so, this Agreement may be terminated by HPD.

54. **LIABILITY.** The Parties shall not be responsible for liability incurred as a result of any other Party's acts or omissions in connection with this Agreement. Any liability incurred by HPD or CONTRACTOR in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act. HPD and CONTRACTOR and their "public employees" as defined in the New Mexico Tort Claims Act, do not waive sovereign immunity; do not waive any defense; and do not waive any limitation of liability pursuant to law. Each Party shall be solely responsible for fiscal or other sanctions, if any, occasioned as a result of its own violation, or alleged violation, of requirements applicable to performance of this Agreement.

55. **NEW MEXICO EMPLOYEES HEALTH COVERAGE.**

- a. If CONTRACTOR has, or grows to, six (6) or more employees who work, or who are expected to work, an average of at least thirty (30) hours per week over a six (6) month period during the term of the contract, CONTRACTOR certifies, by signing this agreement, to have in place, and agree to maintain for the term of the CONTRACT, health insurance for those employees and offer that health insurance to those employees if the expected annual value in the aggregate of any and all contracts between CONTRACTOR and the State exceed \$250,000 dollars.
- b. CONTRACTOR agrees to maintain a record of the number of employees who have (a) accepted health insurance; (b) declined health insurance due to other health insurance coverage already in place; or (c) declined health insurance for other reasons. These records are subject to review and audit by a representative of the state.
- c. CONTRACTOR agrees to advise all employees of the availability of State publicly financed health care coverage programs by providing each employee with information.

56. **EMPLOYEE PAY EQUITY REPORTING.** CONTRACTOR agrees if it has ten (10) or more New Mexico employees OR eight (8) or more employees in the same job classification, at any time during the term of this CONTRACT, to complete and submit the PE10-249 form on the annual anniversary of the initial report submittal for contracts up to one (1) year in duration. If CONTRACTOR has two hundred fifty (250) or more employees, CONTRACTOR must complete and submit the PE250 form on the annual anniversary of the initial report submittal for contracts up to one (1) year in duration. For contracts that extend beyond one (1) calendar year, or are extended beyond one (1) calendar year, CONTRACTOR also agrees to complete and submit the PE10-249 or PE250 form, whichever is applicable, within thirty (30) days of the annual contract anniversary date of the initial submittal date or, if more than one hundred eighty (180) days has elapsed since submittal of the last report, at the completion of the CONTRACT, whichever comes first. Should CONTRACTOR not meet the size requirement for reporting at contract award but subsequently grows such that they meet or exceed the size requirement for reporting, CONTRACTOR agrees to provide the required report within ninety (90) days of meeting or exceeding the size requirement. That submittal date shall serve as the basis for submittals required thereafter. CONTRACTOR also agrees to levy this requirement on any subcontractor(s) performing more than ten percent (10%) of the dollar value of this CONTRACT if said subcontractor(s) meets, or grows to meet, the stated employee size thresholds during the term of the CONTRACT. CONTRACTOR further agrees that, should one or more subcontractor not meet the size requirement for reporting at contract award but subsequently grows such that they meet or exceed the size requirement for reporting, CONTRACTOR will submit the required report, for each such subcontractor, within ninety (90) days of that subcontractor meeting or exceeding the size requirement. Subsequent report submittals, on behalf of each such subcontractor, shall be due on the annual anniversary of the initial report submittal. CONTRACTOR shall submit the required form(s) to the State Purchasing Division of the General Services Department, and other departments as may be determined, on behalf of the applicable subcontractor(s) in accordance with the schedule contained in this paragraph. CONTRACTOR acknowledges that this subcontractor requirement applies even though CONTRACTOR itself may not meet the size requirement for reporting and be required to report itself.

Notwithstanding the foregoing, if this CONTRACT was procured pursuant to a solicitation, and if CONTRACTOR has already submitted the required report accompanying their response to such solicitation, the report does not need to be re-submitted with this Agreement.

57. **INVALID TERM OR CONDITION.** If any term or condition of this Agreement shall be held invalid or unenforceable, the remainder of this Agreement shall not be affected and shall be valid and enforceable.

58. **ENFORCEMENT OF AGREEMENT.** A party's failure to require strict performance of any provision of this Agreement shall not waive or diminish that party's right thereafter to demand strict compliance with that or any other provision. No waiver by a party of any of its rights under this Agreement shall be effective unless express and in writing, and no effective waiver by a party of any of its rights shall be effective to waive any other rights.

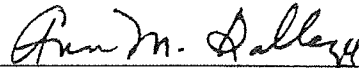
IN WITNESS WHEREOF, the parties have executed this CONTRACT as of the date(s) below.

By:



Jeff Pappas
State Historic Preservation Officer
New Mexico Historic Preservation Division

By:



Ann Marie Gallegos
Interim City Manager
City of Las Vegas

2/14/2020

Date

2/6/2020

Date

APPENDIX A: ASSURANCES

U.S. Department of the Interior

Certifications Regarding Debarment, Suspension and Other Responsibility Matters, Drug-Free Workplace Requirements and Lobbying

Persons signing this form should refer to the regulations referenced below for complete instructions:

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions - The prospective primary participant further agrees by submitting this proposal that it will include the clause titled, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. See below for language to be used or use this form certification and sign. (See Appendix A of Subpart D of 43 CFR Part 12.)

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions - (See Appendix B of Subpart D of 43 CFR Part 12.)

Certification Regarding Drug-Free Workplace Requirements - Alternate I (Grantees Other Than Individuals) and Alternate II (Grantees Who are Individuals) - (See Appendix C of Subpart D of 43 CFR Part 12)

Signature on this form provides for compliance with certification requirements under 43 CFR Parts 12 and 18. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of the Interior determines to award the covered transaction, grant, cooperative agreement or loan.

PART A: Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions

CHECK ☐ IF THIS CERTIFICATION IS FOR A PRIMARY COVERED TRANSACTION AND IS APPLICABLE.

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

PART B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

CHECK ☐ IF THIS CERTIFICATION IS FOR A LOWER TIER COVERED TRANSACTION AND IS APPLICABLE.

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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DI-2010
June 1995
(This form replaces DI-1953, DI-1954,
DI-1955, DI-1956 and DI-1957)

PART C: Certification Regarding Drug-Free Workplace Requirements

CHECK ___ IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS NOT AN INDIVIDUAL.

Alternate I. (Grantees Other Than Individuals)

A. The grantee certifies that it will or continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about--
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a) (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ___ if there are workplaces on files that are not identified here.

PART D: Certification Regarding Drug-Free Workplace Requirements

CHECK ___ IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS AN INDIVIDUAL.

Alternate II. (Grantees Who Are Individuals)

- (a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;
- (b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to the grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

DI-2010
June 1995
(This form replaces DI-1953, DI-1954,
DI-1955, DI-1956 and DI-1963)

PART E: Certification Regarding Lobbying
Certification for Contracts, Grants, Loans, and Cooperative Agreements

CHECK ☐ IF CERTIFICATION IS FOR THE AWARD OF ANY OF THE FOLLOWING AND
THE AMOUNT EXCEEDS \$100,000: A FEDERAL GRANT OR COOPERATIVE AGREEMENT,
SUBCONTRACT, OR SUBGRANT UNDER THE GRANT OR COOPERATIVE AGREEMENT

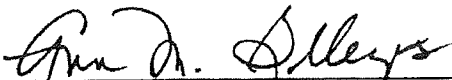
CHECK ☐ IF CERTIFICATION FOR THE AWARD OF A FEDERAL
LOAN EXCEEDING THE AMOUNT OF \$150,000, OR A SUBGRANT OR
SUBCONTRACT EXCEEDING \$100,000, UNDER THE LOAN

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the authorized certifying official, I hereby certify that the above specified certifications are true



SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

Ann Marie Gallegos, Interim City Manager

TYPED NAME AND TITLE

DATE

2/6/2020

DI-2010
June 1995
(This form replaces DI-1953, DI-1954,
DI-1955, DI-1956 and DI-1963)

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET.
SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

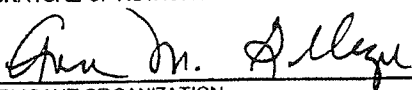
1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

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Prescribed by OMB Circular A-102

- 9 Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.), (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523), and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- 12 Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- 13 Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
- 14 Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- 15 Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
- 18 Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 		TITLE Ann Marie Gallegos Interim City Manager	
APPLICANT ORGANIZATION City of Las Vegas		DATE SUBMITTED 2/6/2020	

Standard Form 424B (Rev. 7-97) Back

**APPENDIX B: BUDGET
CITY OF LAS VEGAS
EAST LAS VEGAS CITY HALL - REHABILITATION**

APPENDIX B: PROJECT BUDGET

CLG Grant, City of Las Vegas
East Las Vegas City Hall Project
Grant # 35-19-171419.10017

	hours	Rate	TOTAL	HPD	MATCH
PROJECT COORDINATOR					
Robert Archuleta	50	\$21.98	\$1,099.00	\$0.00	\$1,099.00
		Subtotal	\$1,099.00	\$0.00	\$1,099.00
PROJECTS					
Pigeon guano removal	1	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00
Site prep, attic decking, demo of roof/tower roof	1	\$6,000.00	\$6,000.00	\$3,000.00	\$3,000.00
Working drawings roof	1	\$20,000.00	\$20,000.00	\$10,000.00	\$10,000.00
Working drawings building	1	\$5,000.00	\$5,000.00	\$2,500.00	\$2,500.00
Building Assessment	1	\$5,000.00	\$5,000.00	\$2,500.00	\$2,500.00
Asbestos inspection	1	\$5,000.00	\$5,000.00	\$2,500.00	\$2,500.00
Charrette/rendering	1	\$1,500.00	\$1,500.00	\$750.00	\$750.00
		Subtotal	\$52,500.00	\$21,250.00	\$31,250.00
PRINCIPAL SALARIES					
Finance Director	2	\$37.76	\$75.52	\$0.00	\$75.52
City Manager	6	\$48.08	\$288.48	\$0.00	\$288.48
Safety Officer	20	\$23.21	\$464.20	\$0.00	\$464.20
City Attorney	4	\$50.49	\$201.96	\$0.00	\$201.96
		Subtotal	\$1,030.16	\$0.00	\$1,030.16
MILEAGE					
Contractor 1, TBD	576	\$0.45	\$259.20	\$129.60	\$129.60
Contractor 2, TBD	288	\$0.45	\$129.60	\$64.80	\$64.80
Contractor 3, TBD	288	\$0.45	\$129.60	\$64.80	\$64.80
		Subtotal	\$518.40	\$259.20	\$259.20
			PROJECT TOTAL	HPD	MATCH
PROJECT, GRANT & MATCH TOTALS			\$55,147.56	\$21,509.20	\$33,638.36

\$2,888.36

APPENDIX C: SCHEDULE FOR MILESTONES & DELIVERABLES
CITY NAME, PROJECT NAME & GRANT NUMBER

SCHEDULE OF MILESTONES & DELIVERABLES

Date	Milestones	Deliverables
On or before January 30, 2020	CONTRACTOR will: 1) Enter into a contract with the State of New Mexico	CONTRACTOR will submit: 1) Fully executed contract
On or before February 28, 2020	CONTRACTOR will: 1) Hire contractor that will be able to perform building assessment and create assessment documents and construction drawings	CONTRACTOR will submit: 1) Contract with contractor and review selection of contractor with HPD to ensure that contractor will meet the SOI Standards. 2) Progress Report 1
On or before June 30, 2020	CONTRACTOR will: 1) Assess building areas: roof, bell tower, drainage system, hazardous materials for current conditions. Draft an assessment report. 2) Begin preparation of working drawings. Drawings should be at 60%. 3) Meet with HPD Staff on-site to review project developments.	CONTRACTOR will submit: 1) Assessment reports. 2) 60% construction documents. 3) Progress Report 2 4) Invoice for up to 1/3 of grant amount.
On or before August 15, 2020	CONTRACTOR will: 1) Finalize building assessment reports. 2) Working Drawings, drawings should be at 90%	CONTRACTOR will submit: 1) Assessment reports. 2) Working drawings at 90%. 3) Invoice for up to 1/3 of grant amount. 4) Progress Report 3
On or before September 30, 2020	CONTRACTOR will: 1) Complete working drawings, specifications, and assessment reports. Drawings should be at 100%. 2) Complete all grant-related reporting documents.	CONTRACTOR will submit: 1) Progress Report and final invoice for remainder of grant funds. 2) Final construction documents at 100%. 3) Assessment reports. 4) Final grant reporting items.

Grant reporting forms may be found on the HPD website: <http://nmhistoricpreservation.org/programs/clg.html>

APPENDIX E: RESUMES

RESUMES FOR PROJECT TEAM ARE ON FILE.

23 September 2020

Bill Hendrickson
City of Las Vegas
1700 N. Grand Ave.
Las Vegas, NM 87701
Via email: bhendrickson@lasvegasnm.gov

RE: Request for Quote for Architectural Services for Historic East Las Vegas Old City Hall

Dear Mr. Archuleta:

Atkin Olshin Schade Architects (AOS) is very pleased to submit our qualifications and proposal for a Conservation Assessment for Old City Hall in Las Vegas. We completed the September 2015 Preservation Plan for the structure and a very familiar with its conditions and the coordination with the New Mexico Historic Preservation Division, who funded the 2015 study and are funding this expended conservation assessment. We continued our work on the building in 2018 with a more detailed conservation assessment report and we oversaw the implementation of urgent stabilization repairs. We propose to work again with Druc Engineering for continued structural assessment and Balis Cost Estimating.

Firm Profile

Atkin Olshin Schade Architects is an architecture, interior design, planning, and preservation firm with offices in Santa Fe, NM and Philadelphia, PA. Since its founding in 1979, the firm has worked on a wide range of projects that have won national, state, and local design and preservation awards. We opened our Santa Fe office in 2004 to provide excellent focus for our growing portfolio in the Southwest. Over the years the practice has evolved to include a full range of public and private projects for cultural, religious, and educational institutions across the country. We work with institutions and communities across the country to lead the planning, design, and construction of new facilities, and also to give new life and purpose to existing structures. Our award-winning work strives to engage the culture and history of our project sites, as well as their contemporary uses and contexts. Our work seeks to balance local building traditions and native materials with the introduction of beneficial new construction technologies. AOS has a national reputation for sensitive restorations, and additions that are respectful of the history of a particular site and that provide the contemporary comforts our society demands. We have consulted on over 140 historic sites on national, state, and local historic registers, including 27 National Historic Landmarks and an additional 93 National Register buildings. We have worked closely with State and Tribal Historic Preservation Offices across the country and have extensive experience with the New Mexico Historic Preservation Division. Our in-house staff meets the Secretary of the Interior's Professional Qualification Standards for Architecture, Historic Architecture, and Architectural History. Shawn Evans, Principal is listed on the Historical/Architectural Research Consultant List

ATKIN OLSHIN SCHADE ARCHITECTS

125 South Ninth Street, Suite 900 **PHILADELPHIA, PA** 19107 tel 215-925-7812
1807 Second Street, Suite 34 **SANTA FE, NM** 87505 tel 505-982-2133

maintained by the New Mexico Department of Cultural Affairs Historic Preservation Division under "historic architecture."

Scope of Services

We have reviewed the 9/22/20 RFP (attached) and have developed the following structure for the necessary scope of services.

1. **Assessment Report** – This report will expand on our past reports, and provide specific focus on the main roof, exterior fascia and soffits, attic structure, tower structure and roof, bell, and the drainage system. This phase will include a kickoff meeting, planning efforts required to construct the walkway platform, a full day assessment visit, preparation of preliminary recommendations for repair, preliminary cost estimating, a draft assessment report, a review meeting to confirm recommendations and priorities, a final assessment report, and a meeting with the State Historic Preservation Office (SHPO). We will follow the Secretary of the Interior's Standards for Rehabilitation and will make recommendations for historically appropriate roofing replacement. As with our previous stabilization repair project, we are not permitted by our insurer to include construction efforts, thus the construction of the walkway will need to be provided under separate contract directly with the City of Las Vegas. We have included time and fees to coordinate with the contractor building the walkway.
2. **Analysis of Rear Addition Demolition** – This item is not called for the RFP, but believe is critically important. The rear addition of City Hall is structurally compromised and contaminated with asbestos. The removal of the addition must be planned carefully, as it will modify how occupants egress the building. We will study the impact of the removal of the addition on the remainder of the building and will develop options for resolving these egress challenges. We are not permitted by our insurance carrier to include hazardous material consulting in our contracts, thus a separate sampling and assessment effort will need to be contracted by the City of Las Vegas.
3. **Working Drawings for Repair Scope** – This final phase of the contract will involve the development of drawings and specifications for repairs to the attic, main roof, tower roof, tower structure, drainage system, and areas of the high walls that were stabilized in 2018. Drawings will be cost estimated at 50% in order to identify different scopes if phasing of repairs is needed. Following 75% documents, a review meeting will be held with the City and SHPO to ensure that the final documents will be approved.

Exclusions

The RFP states that our services are to include the construction of the attic walkway as well as a new hazardous material investigation. As noted above, we cannot provide either of these services within our contract. We assume that permits will not be required and that the walkway is understood to be for temporary access, not permanent use. Further discussions are needed.

We will base our recommendations for roofing materials on our knowledge of regional traditions of the late nineteenth century when the building was originally constructed. We have not included historical research into the building. Should such research be required, we can provide it as an additional service at a negotiated fee or according to our hourly rates.

Note regarding pigeon guano. When our team was last onsite in the fall of 2018, the 2nd floor and tower had again been accessed and contaminated by pigeons. The City had previously abated these spaces but

the pigeons found new access points. The conditions we observed in 2018 were unsafe. We cannot complete any of the above scope of work until this situation is addressed and these hazardous conditions are abated again.

Additional Services

Beyond the scope of services outlined in the RFP and detailed above, we recommend that the City commission a Master Plan for Renovation of Old City Hall. Such a study would begin with a community visioning charrette and would include the following: kickoff meeting, evaluation of programming needs, analysis of existing spaces, preliminary code and accessibility analysis, preliminary reuse options, cost estimating, review meeting, revisions to the selected option, two color renderings, and a final report. With this document in hand, the City of Las Vegas could launch a fund-raising campaign for the larger project.

Proposed Fees

We have calculated a lump sum fee based on the requirements of the RFP and the scope of services outlined above. Fees are based on estimated hours per task and the hourly rates of our staff and out consultants. We will complete the scope of services for a lump sum fee of \$54,370.00. With NMGR (8.4375%) and an allowance for travel and printing expenses of \$1,000.00, our total fee + tax + expenses is \$59,957.47. The community visioning charrette and master plan for renovation could be provided as an additional service for a lump sum fee of \$30,235.00 plus tax and expenses.

Schedule

We can be ready to begin this work once the guano is abated and the COVID-19 situation is safe enough to be in close quarters with our team in the attic. We anticipate requiring two months for the assessment and two months for the working drawings. Other aspects of the scope can be accommodated within these four months.

Terms

We propose to utilize an AIA B205-2007 "Architect's Services: Historic Preservation." We bill monthly on a percentage complete basis. Invoices not paid within 30 days will be charged 1.50% monthly interest.

Additional terms:

Inasmuch as the remodeling and/or rehabilitation of an existing building requires that certain assumptions be made regarding existing conditions, and because some of these conditions may not be able to be confirmed without expending additional sums of money or destroying otherwise adequate or serviceable portions of the structure, the Owner agrees, to the fullest extent permitted by law, to indemnify and hold the Architect harmless from any claim, liability, or cost (including reasonable attorney's fees and costs of defense) for injury or economic loss arising from the discovery of unknown conditions in the existing structure, except to the extent to which the claim results from negligent acts of the Architect.

Please let me know if you have any questions.

We look forward to collaborating with you again on this important and exciting project.
Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Shawn Evans". The signature is fluid and cursive, with the first name "Shawn" and last name "Evans" clearly distinguishable.

Shawn Evans, AIA
Principal